

EMPLOYMENT APPLICATION



Instructions: Please print or type. This application is a part of the screening process. To be considered for employment please:

1. Fill out the application completely. Do not use "Refer to résumé."
2. Use additional sheets if necessary. Incomplete applications will not be accepted.
3. Sign and date the application.
4. Mail, fax (503-658-5174), e-mail (maryleew@ci.happy-valley.or.us), or bring the application to the Human Resources Office, City of Happy Valley, 16000 SE Misty Drive, Happy Valley, OR 97086.

Visit our website at:
www.ci.happy-valley.or.us for current openings.

We are an Equal Opportunity Employer.
Please notify us if you need any accommodations or assistance with any part of our application process.

CONTACT INFORMATION

Position Applied for: _____

Name: _____
Last First MI

Address: _____
Street City State Zip

Phone: _____ **E-mail Address:** _____
Preferred contact number Second preference

EDUCATION/TRAINING RECORD

Diploma/GED ☐ Some College ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐

NAME AND LOCATION OF SCHOOL	TOTAL CREDIT HOURS		TYPE OF TRAINING OR MAJOR	NAME OF CERTIFICATE OR DEGREE RECEIVED
	SEM.	QTR.		

If job requires course work in specific areas, attach transcript or list of courses completed.

LICENSES AND CERTIFICATIONS

List Driver's License and other licenses or certificates required by the announcement.

Title	Number	Issuing Agency	Expiration Date	Special Endorsements/Class

ADDITIONAL SKILLS

List any additional skills you have which qualify you for this position:

OTHER

As an adult, have you ever been convicted of an offense other than a minor traffic violation? ☐ Yes ☐ No

If yes, please explain the nature of the offense, the date, and the location: _____

Convictions are evaluated for each position and are not necessarily disqualifying.

EMPLOYMENT HISTORY

List all the positions you have held in the past fifteen (15) years. Begin with your most recent experience. List all jobs separately, include military, volunteer, and intern experience. Use additional sheets if necessary.

Current or Last Employer		Location	
Type of Business	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer		Dates Employed From To
Reason for Leaving	Supervisor	Supervisor's Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Job Title		Salary	
Job Duties:			

Previous Employer		Location	
Type of Business	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer		Dates Employed From To
Reason for Leaving	Supervisor	Supervisor's Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Job Title		Salary	
Job Duties:			

Previous Employer		Location	
Type of Business	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer		Dates Employed From To
Reason for Leaving	Supervisor	Supervisor's Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Job Title		Salary	
Job Duties:			

CERTIFICATION: I certify that all statements on this application and any supplemental application material are complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient for disqualification from the application process or dismissal should I be hired for employment. In submitting this application for employment, I understand that I am authorizing the City of Happy Valley to investigate the information that I provide, including contacting representatives of former employers, educational institutions, or any references. I understand that the City of Happy Valley also completes a background check of all applicants, which will include a driving history, criminal records, and might include a credit history. My signature on this serves as my authorization for the City to conduct such record checks. I realize that the City of Happy Valley will provide me with the required notice, disclosure, and request for authorization whenever the information sought falls under the requirements of the Fair Credit Reporting Act. I understand that a conditional job offer will be contingent upon successfully passing a drug screen. **I have read and I understand all of the instructions and acknowledgments set forth above. (If you are submitting the application via e-mail, it may be signed at time of interview, should you be selected.**

Signature

Date: